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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Technical Review & Policy Staff, LO DATE: 27 January 1955

FROM : Chief, Administrative Staff, LO

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

(1) Logistics Office concurrence regarding proposed Agency [REDACTED] was forwarded to the Regulations Control Staff.

(2) The quarterly revision of the Logistics Office "Outline of Published and Proposed Regulatory Issuances" has been completed and will be issued during the week of 31 January.

b. Logistics Office Notices and Instructions (continued item)

No change.

2. PROJECTS AND STUDIES IN PROCESSa. Logistics Support Course (continued item)

No change.

b. Records Survey (continued item)

No change.

c. Establishment of Unvouchered Allotment Account for Unvouchered Headquarters Transportation Charges (continued item)

The Chief, Budget and Fiscal Branch, AS, met with [REDACTED] of the Technical Accounting Staff, Comptroller's Office, on 21 January and discussed in considerable detail the proposed handbook covering the control of this unvouchered funds allotment. The memorandum to the Comptroller will be prepared this week concurring in the proposed procedure.

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Can we speed this up

- d. Assignment of Responsibility to Logistics Office for Initial Distribution of Agency Regulatory Issuances
(continued item)

Submission of the staff study concerning initial distribution is still being held up pending concurrences from the Office of Collection and Dissemination.

- e. Management Survey, Mail & Courier Branch (continued item)

The staff study requesting an increase in the personnel and ceiling of the Mail and Courier Branch was returned to the Logistics Office by the DD/A's Office for additional information and concurrences. Management Staff, who is responsible for obtaining concurrences of Agency components concerned with T/O changes, did not effect the necessary coordination prior to submission to the DD/A.

How did this happen?

3. OTHER ITEMS OF INTEREST

- a. Personnel and Training (continued item)

- (1) Personnel Report (continued item)

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[REDACTED]

- (2) Basic Orientation Course (continued item)

No change.

- (3) Logistics Supervisory Training Program (continued item)

No change.

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- (4) Logistics Training Program (continued item)

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(a) [REDACTED] returnee from the FE area, is beginning an orientation program in headquarters Logistics operations this week.

(b) Arrangements have been completed for [REDACTED] EE, to receive specialized training in Printing and Reproduction facilities prior to his overseas assignment.

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(c) External training in "Fundamentals of Standardization" at the Department of Agriculture has been arranged and approved for a member of the Cataloging Staff, SD.

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(d) At the request of the DD/A, a 14-week training program has been provided for [REDACTED]. This training will begin on 31 January 1955 and consist of:

1. General orientation of Logistics Office
2. Attendance at the Logistics Support Course
3. Assignment to one or more Staffs or Divisions in an on-the-job training capacity.

(5) Survey of Military Training Facilities (continued item)

Initial review of Armed Forces Training Catalogs has been completed and courses of possible interest to Logistics personnel are being categorized. This information will be disseminated and discussed at the next Training Coordinators Meeting.

b. Request for Construction (continued item)

No change.

c. Establishment of Records on LO Returnees (new and completed)

Records have been established to supply information regarding LO returnees, and to reflect the number of field vacancies that will require replacements. This information is being compiled on a monthly basis and has been completed through March 1955. ✓

d. Mail and Courier Activities (continued item)

(1) Mail Activities

Increase or decrease
over previous report

Post Office Mail

Incoming	4,800	✓ 62
Outgoing	<u>6,917</u>	- 467
	11,717	- 405

(2) Courier Activities

Scheduled Courier Trips	300	
Special Courier Trips	106	- 8
Inter-Agency Mail by Courier		
Incoming	1,729	- 36
Outgoing	<u>2,885</u>	✓ 315
	4,614	✓ 279

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- e. Establishment of Imprest Fund to Provide for Travel Allowances of Truck Drivers, Highway Branch, TD (new and completed item)

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*good
OK*

██████████ of the Highway Branch, and ██████████ Budget and Fiscal Branch, met with ██████████ Finance Division, Comptroller's Office, and reached an understanding for a more expeditious method of handling advances provided to truck drivers while in travel status. It was decided that the establishment of an imprest fund, with ██████████ as custodian, would result in considerable economies in bookkeeping and time saved in comparison with the present method whereby individual advances are made to each of the truck drivers. The memorandum from the Chief of Logistics to Chief, Finance Division, Comptroller's Office, requesting the establishment of the imprest fund under unvouchered funds was prepared ██████████ in draft form and will be presented to the Chief of Logistics for signature shortly.

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- f. Conversion of CPC Positions to Wage Board or GS Grade (new and continued item)

Recent legislation, through the revision of Section 202 (7) of the Classification Act of 1949, provided for the abolishment of the Crafts, Protective, and Custodial Schedule (i.e. the CPC Schedule), thereby generating a need for LO to convert its CPC positions to an appropriate wage board or "GS" grade. During this report period action was initiated to convert LO messengers from the CPC Schedule (CPC-3) to the GS Schedule (GS-1). Still remaining to be converted are LO chauffeurs.

4. SPECIAL PROBLEMS

None.

5. MAJOR OBJECTIVES

- a. Career Service Program (continued item)

Work has begun on the development of system and procedure, as well as files and records, designed to facilitate the administration of the LO Career Management Program.

- b. Freight Elevator at Tempo ██████████ Bldg. (continued item)

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No change.

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